



**DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
8725 JOHN J. KINGMAN ROAD, SUITE 2533  
FORT BELVOIR, VIRGINIA 22060-6221**

IN REPLY  
REFER TO

DO

**S: June 15,2004**

May 7,2004

**MEMORANDUM FOR DEFENSE LOGISTICS AGENCY (DLA) DIRECTOR'S STAFF,  
COMMANDERS, AND FIELD ACTIVITIES**

**SUBJECT: Request for Nominations – a DLA Glass Ceiling Initiative – DLA/Defense Contract  
Management Agency (DCMA) Program for Developing Managers (PDM)**

We are soliciting nominations for the 2004 DLA Glass Ceiling Initiative, the DLA/DCMA PDM, which begins August 9,2004 and ends September 3,2004. The DLA Corporate Equal Employment Opportunity Office (EEO) (DO) sponsors and funds this training opportunity for DLA employees. The PDM will be held at the William F. Bolger Center for Leadership Development located in Potomac, Maryland. Training will be provided by the American Management Association. The suspense date for receipt of nominations is **June 15,2004.**

The PDM is a continuing Agency initiative to address "glass ceiling" inhibitors to the advancement of women and minorities into positions of leadership within the DLA workforce. This training program is key to moving DLA closer to achieving a more diverse leadership base.

Sponsored under the auspices of the DLA Federal Women's Program, the PDM is designed to prepare participants for increasing management responsibility, emphasizing strategic thinking, team building, and quantitative skills. The training includes seminars on current critical issues such as Business Systems Management, Customer Relationship Management, Knowledge Management, transformation, cost management, diversity, ethics, negotiation, and the global economy. In addition, the DLA corporate structure and business operations will be included in the course curriculum. The PDM is targeted for women in grades GS-12 and above. GS-11 level employees possessing high potential may also be considered.

The process for submission is explained in the following attachments:

- a. A Summary of the DLA PDM is at ***Attachment 1.***
- b. Nomination procedures for the DLA PDM are at ***Attachment 2***
- c. Applicants must have an official sponsor to the program. Confidential sponsor forms, employee applications and check list are at ***Attachments 3, 4 and 5.***



The applications must be submitted through local commands, J-codes, or DLA Director's Staff Offices to:

DLA Corporate EEO Office  
ATTN: Frances E. B. Williams, DO, Room 1127  
Defense Logistics Agency  
8725 John J. Kingman Road, Stop 2533  
Fort Belvoir, Virginia 22060-6221

The training class size is 30 for the 2004 program. Allocations are as follows: DLA Headquarters - 5 slots; DLA Field Activities - 15 slots. DCMA is also participating this year. They will be filling 10 slots.

Each participant's activity/organization must pay travel costs and the associated minimum per diem (normally \$2.00 per day) on those days for which meals are provided (Monday – Friday) and normal per diem rate (Washington, DC) on those days (Saturday and Sunday) that meals are not provided. There is no tuition charge for participants.

We have posted the application information on the HQ DO web site at:

<http://www.dla.mil/do/whatsnew.asp>

Please disseminate this information widely to help ensure that we obtain a large applicant pool. Ms. Frances E. B. Williams is the DO point of contact concerning this matter. You may call her at (703) 767-6144/11100, or e-mail her at **frances.williams@dlamail**, with any questions you may have.



FAMIA J. MAGAÑA  
Director of Equal Employment  
Opportunity

Attachments

cc:

DLA Equal Employment Managers  
DLA Federal Women's Program Managers